

Chief []

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26 January 1956

Director of Training

Attachment of Junior Officer Trainee []

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1. Effective 9 January 1956 JOT [] is attached to the [] according to the agreement reached between [] This attachment will be for an indefinite period. At some time in the next twelve to eighteen months it will be decided whether or not to continue the training program for [] or to transfer him permanently to the PE Division.

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2. [] is attached to [] to learn briefly the Headquarters activities and then to proceed on or about 1 March to [] where he will work for approximately six months directly in [] At the end of this period [] will be given the opportunity to move into FI or PP operational-type activities and be developed as a junior case officer.

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3. [] is currently attending the Air Operations Course, which will be completed 3 February, at which time he will report directly to [] for further instructions. The JOT Program will support the Branch with any additional special training which they may find necessary so that the Trainee may perform his tasks in an adequate manner when he reaches the field.

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4. It is requested that the Time and Attendance Clerk of [] keep [] time and attendance record during the period of this attachment. Any leave requested by the Trainee must be worked out with the supervisor and final approval will be given by the C/JOTP. Overtime will be reimbursed for only if it has been authorized and approved by the C/JOTP prior to performance.

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5. The Trainee is required to furnish the C/JOTP with a report at the end of the first, second, sixth, ninth, and twelfth months of his attachment. The report should cover the type of work he has been doing, the quality of the supervision he has been receiving, and the value of the experience in his development for the proposed future assignment. These reports must go through the supervisor's office prior to acceptance by the C/JOTP. A member of the JOT Program will consult with the supervisor from time to time on the progress and development of the JOT in this training situation.

-2-

6. It is requested that the supervisor prepare and send to the C/JOTP an outline of the activities which the Trainee will be pursuing with a statement of the benefits to be derived from this type of training. It will be understood by this Office that the program for the JOT will be flexible and may be altered from time to time to meet the operating needs of FI ☐

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for
MATTHEW BAIRE

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OTR/MB:PEB:jw
25 Jan. 56

Orig & 1 - Addressee
✓ 1 - DTR
1 - JOTP
1 - Official File
1 - JOT ☐

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